

F.NO.13.1.2018-GS
Press Information of Bureau
Government of India

'A' Wing, Shastri Bhawan,
New Delhi -110001
Dated: 19.06.2018

NOTICE INVITING TENDERS FOR AMC of AIR CONDITIONERS (WINDOW/SPLIT)

SEALED quotations are invited from reputed/registered firms for award of Comprehensive Annual Maintenance Contract for the maintenance and installation of Air Conditioners (Window A/C, Split A/C etc.) in the Press Information Bureau Hqrs, Shastri Bhawan, New Delhi on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of 10 years in the field of all maintenance of ACs in the Government Ministries/Department/Semi-Government Organizations, including Public Sector Undertaking are requested to submit their bids in the prescribed proforma duly completed and signed. The prospective firms should also furnish a copy of the PAN, EPF & ESIC registration number, Service tax/GST Registration and "Experience Certificate" for the last three years (i.e. 2014-15, 2015-16, 2016-17) from at least 10 Government Ministries/Department along with their quotations.

2. Sealed quotations with separate Technical and Financial bids(Annexure-I), duly filled in the specified proforma and addressed to Deputy Director (Gen), Press Information Bureau, Shastri Bhawan, New Delhi-110001, superscribed as **"Tender for the Comprehensive maintenance of Air Conditioners belonging to Department of Press Information Bureau"** and complete in all respect should be submitted so as to reach the undersigned in Room No. 712, 'A' Wing, 7th Floor, Shastri Bhawan, New Delhi latest by **09.07.2018 at 3.00 PM.**
3. The Quotations should be accompanied with an earnest money of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of "DDO, Press Information Bureau" without which the quotations will not be considered. The earnest money will be returned to all tenderers after the contract is finalized.
4. **The Technical bids will be opened at 3.30 PM on the same day i.e., 09.07.2018. The tenderers, if they so desire may depute their respective representatives to be present at the time of opening of Technical Bids. Financial bids of only technically qualified firms will be opened with the approval of the competent authority in the Bureau with prior intimation to these firms.**
5. The terms & Conditions of the contract will be as follows: -
 - i) The Reputed firms should have adequate experience of at least 10 years in the field of all maintenance of ACs in the Government Ministries/Department/Semi-Government Organizations, including Public Sector Undertaking.

ii) The prospective firms should also furnish a copy of the PAN/TIN EPF & ESIC registration number, Service Tax Registration/GST Registration and "Experience Certificate" from at least 10 Government Ministries/Department along with their quotations.

iii) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof from at least ten (10) Ministries/Departments. Apart from the proof of their registration number/VAT/GST Nos, the firm is also required to furnish the proof of annual turnover of at least Rs. 50 lakhs. Copy of the Income tax returns for the last three years may also be submitted.

iv) The firms are also required to submit an undertaking that they have not been debarred/black listed by any Govt. Ministry/Department/Semi-Government Organizations, including Public Sector Undertaking at any time for any period. Even notice of unsatisfactory works issued to the firms by these organisations may be indicated. If at any stage, it is known by this Bureau that the contracted firm was debarred/blacklisted by any organisation, the contract can be cancelled without notice and security money may be forfeited in this case.

v) Period: The Successful firm will be required to start working immediately after award of the contract. The contract shall initially be for one year which can further be extended on year to year basis up to a maximum of three years on mutually agreed terms & conditions. This Bureau shall, however, has the right to terminate the contract at any time without assigning any reason thereof.

vi) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of General Section. The Services should be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.

vii) The firm will be required to undertake maintenance/repairs of Air conditioners (window/split) at any other location as decided by competent authority.

viii) For payment purpose, the bills should be submitted by the contracted firm quarterly on the prescribed format.

ix) No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc. will be payable.

- x) Conditional tender will not be entertained, similarly quotations received after stipulated date and time also will not be considered under any circumstances.
- xi) The terms "Maintenance" shall include oiling, cleaning, greasing, servicing and replacement/repair of any or all parts including repair of motor/compressors, air filters and gas charging in the ACs as per requirement during the currency of contract at the exclusive risk, responsibility and the cost of contractor. The contractor shall use the material of BIS specifications for repair/replacement.
- xii) They shall be required to inspect all the air conditioners and put these into operations immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.
- xiii) For regular and proper maintenance of the air conditioners and for attending to the complaints received from officers immediately, it shall be obligatory on the part of the firm to depute on all working days from 9.30 AM to 6.00 PM throughout the currency of the contract, the sufficient number (minimum two) of qualified mechanics of having valid licence/degree diploma from the recognised institutions (proof of the same may also be submitted along with technical bid). In cases of emergency, the complaints would also be required to be attended to on holidays.
- xiv) As far as possible, the repair work shall be carried out in the premises of this Bureau. Only such repairs which are not possible to be undertaken in the premises of the Bureau, may be allowed to be done in the workshop of the firm. In no case, an air conditioner, or part thereof, shall be taken out of the premises without formal written permission of this Bureau. No transportation charges will be paid on this account. The air conditioner or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice. The service provider must have their own Workshop and address of the same may be mentioned.
- xv) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
- xvi) In case the contractor fails to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days' notice without assigning any reason whatsoever and his security deposit and payment, due to him shall be forfeited. In this connection, decision of the Bureau shall be final and binding on the contractor.
- xvii) The successful firm will be required to furnish the performance security deposit of Rs.50,000/- for the Annual Contract within ten days from the date of awarding the

contract. The security deposit shall be in the form of fixed Deposit with any of the schedule Bank & Pledged in favour of the Section Officer (Cash)/DDO, Press Information Bureau, New Delhi. The security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the service of the contracted agency found to be unsatisfactory.

xix) The rates may be quoted in the financial bids as per Proforma, Taxes / GST (if any), may be specifically and separately indicated in the quotation.

xx) The Contractor shall be required to work at the approved rates. If for any reason, the firm is not able to do so, the work shall be got done from some other firm or from the open market at the cost of contractor and the expenditure so incurred thereon, shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.

xxi) The Contractor shall be responsible for smooth and satisfactory working of the air conditioners and shall obtain a certificate from the users at least once in a month to the effect that the air conditioners are working satisfactorily during the months.

xxii) In the event of the contractor backing out of the contract in the midstream, without prior explicit consent of the PIB, not only the EMD/Security money will be forfeited, but also he will be liable to the recovery of the higher cost, vis-a-vis that contracted with him incurred by the PIB for the balance period of contract through alternate means and would also be blacklisted for the future contracts in the Government Departments. In case the complaints of the maintenance/repair of the Air Conditioners are not attended to within two three hours, penalty of Rs.100/- will be levied per day per AC and no maintenance charges for this period will be admissible.

xxiii) The contractor shall hand over all the ACs in working condition to the new contractor at the expiry of the contract period failing which the Security money will be forfeited.

6. Documents/Certificates to be attached:

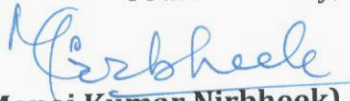
- a) The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further.
- b) Registration Certificate as per existing norms (indicating the legal status - Company/Partnership firm/proprietorship concern, etc.
- c) Furnish the proof of Annual Turnover of at least Rs.50 lakhs for the last three years.
- d) Copy of Service Tax/VAT/GST/TIN etc. Registration Certificates.
- e) Copy of PAN Card.
- f) Copy of EPF & ESIC Registration.

- g) Copies of Income Tax Returns for last three Year.
- h) Copies of audited A/c Statements i.e. Balance Sheets and Profit & Loss A/c for last three financial years.
- i) Proof of experience of AC AMC with Govt. Department for the last three years (i.e. 2014-15, 2105-16 & 2016-17) from at least 10 Government Ministries/Department along with their quotation.
- j) Declaration regarding blacklisting or otherwise.
- k) Technicians detail.
- l) EMD

All the documents as stated above may be properly indexed.

7. All the applying firms are requested to read and understand carefully all the terms and conditions of the contract as detailed out in the preceding paragraph before sending their quotations, as no change or violation of the aforesaid terms & conditions is permissible once the quotation is accepted by Bureau.

Yours faithfully,


(Manoj Kumar Nirbheek)
Dy. Director (Admn.)
Tel No. 23382558

Copy to:-

1. NIC Division, Press Information Bureau with the request to display the above tender notice on the web site of the Bureau.
2. All Ministries/Department with the request to give due publicity for the above tender among the contractors working with them.
3. Computer Division of Press Information Bureau with the request to upload the tender notice in the e-portal of NIC.

PROFORMA FOR FINANCIAL BIDS

<u>S.No.</u>	<u>Itmes</u>	<u>Split A/C</u>	<u>Window A/C</u>
1.	Maintenance shall include oiling, cleaning, greasing, servicing and replacement/repair of any or all parts including repair of motor/compressors, air filters and gas charging in the ACs as per requirement.		
	Installation/ De-installation charges with material (applicable only when the location of the AC changes, on the direction of the Bureau) (i) Window (ii) Split		
A	Compressor - 1.5 Ton A/C		
B	Compressor - 2 Ton A/C		
D	New Remote of AC		
E	Repair of Remote of AC		
F	Refrigeration Pipe-Rate (per mtr.)		
G	Drain Pipe (per mtr.)		
H	Insulation of AC Pipe		
I	AC Plug/Iron Clad		
J	Wire		
K	Replacement of Body of outer panel of Split AC		
L	Replacement of Body of Window AC		

Taxes / GST (if any), may be specifically and separately indicated.

**List of Installed Window ACs, Split ACs & Water Coolers in PIB at
Shastri Bhawan**

Sl.No.	Room No.	Split ACs	Window ACs	New Window ACs	Condemn ACs/Water Coolers
Ground Floor					
1.	003 (Transport)	2	-	-	-
2.	004 (Parliament Cell)	-	-	-	-
3.	006 (Library)	-	1	-	-
4.	007 (Record Room)	-	1	-	-
5.	Computer Cell (Bishwajit)	-	1	-	-
6.	013 (Photo Library)	1	1	-	-
First Floor					
1.	101 (Pr.DG)	3	-	-	-
2.	102 (DG)	2	-	-	-
3.	102 (PS Room)	-	4	-	-
4.	103 (Dir.Admn.)	-	1	1	-
5.	103 (Dir.Malhotra)	2	-	-	-
6.	103 B (PS Room)	2	-	-	-
7.	104	2	-	-	-
8.	105	2	-	-	-
9.	108 (NIC)	-	5	1	-
10.	109	2	-	-	-
11.	109A	-	2	-	-
12.	110	-	-	-	-
13.	111	1	1	-	-
14.	112	-	2	-	-
15.	112A	-	-	1	-
16.	113	1	-	-	-
17.	113A	-	-	1	-
18.	114A	-	2	-	-
19.	114	-	1	-	-
20.	115	-	2	-	-
21.	118 (Press Hall)	4	-	-	-
22.	135(R&DS)	-	4	-	-
7th Floor					
1.	703B (Vigilance)	-	1	1	-
2.	704 (Admn.II)	-	2	-	-
3.	704A (Admn.I)	-	2	-	-
4.	705 (Admn.III)	-	-	1	-
5.	705A (Cash)	1	2	-	-
6.	706 (PMS)	-	2	-	-
7.	707A (B&A)	1	1	-	-

8.	707 (GS)	-	3	-	-
9.	708 (DPS)	-	2	-	-
10.	711(DD,OLU)	-	-	-	-
11.	712 (DD, GS)	-	-	-	-
12.	713 (JD)	-	1	1	-
13.	714 (DD, Admn.)	-	1	-	-
14.	715 (AD, OLU)	-	1	-	-
15.	716 (DD)	-	1	-	-
16.	717 (NMC Cell)	-	1	-	-
	Total	26	48	7	-